How to access your e-mail via the Web (Outlook Web App: OWA)

When the GroupWise-to-Outlook (G2O) project moves you from GroupWise to Outlook e-mail software, you'll be able to access your e-mail via the Web using Outlook Web App (OWA), similar to GroupWise WebAccess. See OWA access instructions below.

Before you begin

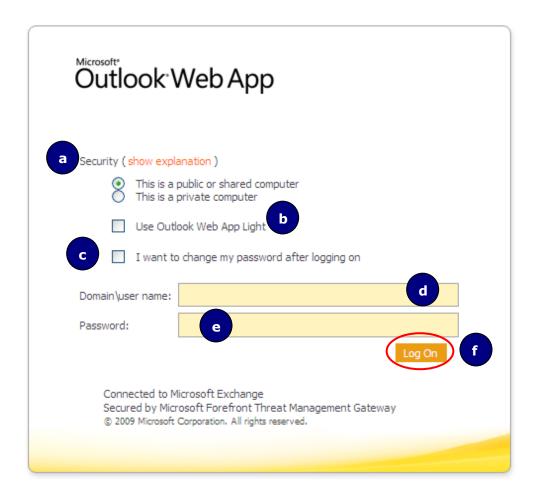Employees at remote sites ("outer offices")
To access OWA you'll need your new Outlook user ID and password e-mailed to you from sender "Project G2O Team" with the subject "Your new Windows login information."

Employees at main sites (identified here)
To access OWA you'll use the same user ID and password you use to log in to the new Windows network.

OWA access instructions

1) Go to this address:
   https://mail1.sog.ga.gov

2) You'll see the screen shown on the next page.

   a. Indicate whether your computer is public (shared with others) or private (used only by you).

   b. Check this box if you would like to use Outlook Web App Light, a version with limited features. (You might select this option if your location has a slow network connection.)

   c. Ignore this check box. (If necessary, you will be prompted to change your password in OWA after your first log on.)

   d. Enter SOG\your user name. (That's SOG, then the backslash key, then your user name, with no spaces in between. The backslash key is located above the "Enter" key on most keyboards. See "Before you begin" section above for details about user name.)

   e. Type your password. (See "Before you begin" section above for details about password.)

   f. Click the "Log on" button.

Microsoft®
Outlook Web App

a Security (show explanation)

- ⦿ This is a public or shared computer
- ○ This is a private computer

b ☐ Use Outlook Web App Light

c ☐ I want to change my password after logging on

Domain\user name: **d**

Password: **e**

Log On **f**

Connected to Microsoft Exchange
Secured by Microsoft Forefront Threat Management Gateway
© 2009 Microsoft Corporation. All rights reserved.

3) Outlook Web App (OWA) will open.

Getting help
Please contact the GETS Consolidated Service Desk at 877-GTA-3233 for help. Links to helpful Outlook Web App (OWA) training, videos and quick reference are available here.

Document Version 1

Created on 9/19/2012 3:32:00 PM

Georgia Technology Authority
www.gta.georgia.gov